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Northwestern University Bulletin

The School of Commerce
1919-1920

DAY AND EVENING CLASSES
EVANSTON AND CHICAGO

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Evanston and Chicago

The School of Commerce 1919-1920

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Calendar for Evanston Classes

1919

- Sept. 22 Mon. Academic year 1919-1920 begins
 Sept. 22 Mon. Examinations for admission
 Sept. 22 Mon. First day of registration
 Sept. 24 Wed. Second examinations; last day of registration
 Sept. 25 Th. Class work begins
 Oct. 7 Tu. Last day for registration of candidates for advanced degrees
 Nov. 27 Th. Thanksgiving recess, to November 30, inclusive
 Dec. 3 Wed. Last day for filing titles of theses for advanced degrees
 Dec. 20 Sat. Christmas recess to January 5, Monday, inclusive

1920

- Jan. 6 Tu. Class work resumed
 Jan. 26 Mon. Mid-year examinations begin
 Feb. 4 Wed. Second examinations. Last day of registration for the second semester
 Feb. 5 Th. Class work resumed for the second semester
 Apr. 1 Th. Easter recess, to April 6, Tuesday, inclusive
 May 15 Sat. Last day for filing theses for advanced degrees
 May 22 Sat. Oral examinations of candidates for advanced degrees
 May 31 Mon. Regular examinations begin
 June 16 Wed. SIXTY-SECOND ANNUAL COMMENCEMENT

Calendar for Chicago Classes

1919

Sept. 15-20		Registration week
Sept. 18, 20	Th. and Sat.	Examinations for admission
Sept. 19	Fri.	Opening reception
Sept. 24	Wed.	First semester evening class work begins
Nov. 26	Wed.	Thanksgiving recess to Nov. 30, Sunday, inclusive
Dec. 22	Mon.	Christmas recess, to Jan. 4, Sunday, inclusive

1920

Jan. 5	Mon.	Class work resumed
Jan. 19	Mon.	First semester examinations begin
Jan. 31	Sat.	First semester closes
Feb. 2	Mon.	Public lecture week begins
Feb. 6, 7	Fri. and Sat.	Examinations for admission
Feb. 9	Mon.	Second semester begins
May 17	Mon.	Second semester examinations begin
May 28	Fri.	Last day of instruction
June 16	Wed.	SIXTY-SECOND ANNUAL COMMENCEMENT

Administrative Officers

Thomas Franklin Holgate, Ph.D., LL.D., President of the University *ad interim*.

Ralph Emerson Heilman, Ph.D., Dean.

Neva Olive Lesley, Secretary.

The Faculty

Walter Dill Scott, Ph.D., Professor of Psychology.

Earl Dean Howard, Ph.D., Professor of Economics.

Frederick Shipp Deibler, Ph.D., Professor of Economics.

Alfred William Bays, B.S., LL.B., Professor of Business Law.

Arthur Edward Andersen, B.B.A., C.P.A., Professor of Accounting.

Ralph Emerson Heilman, Ph.D., Professor of Economics.

Horace Secrist, Ph.D., Professor of Economics and Statistics.

Walter Kay Smart, Ph.D., Lecturer in Business English.

Walter Edward Lagerquist, Ph.D., Associate Professor of Economics and Commerce.

Homer Bews Vanderblue, Ph.D., Associate Professor of Transportation.

David Himmelblau, B.A., B.B.A., C.P.A., Associate Professor of Accounting.

Henry Post Dutton, B.E.E., Assistant Professor of Factory Management.

Holmes Beckwith, Ph.D., Assistant Professor of Banking.

Eric Louis Kohler, M.A., C.P.A., Assistant Professor of Accounting.

Guy Meredith Pelton, B.A., Assistant Professor of Accounting.

James Harris Bliss, Jr., C.P.A., Lecturer in Accounting.

Ronald Salmon Crane, Ph.D., Lecturer in Business English.

George Walker Doonan, LL.B., Lecturer in Foreign Trade.

Joseph Henry Gilby, C.P.A., Lecturer in Accounting.

William Herman Haas, M.A., Lecturer in Resources and Trade.

Roy Hall, B.A., Lecturer in Accounting.

Arthur Quentin Larson, B.A., Lecturer in Accounting.

Leverett Samuel Lyon, A.M., LL.B., Lecturer in Marketing and Distribution.

Charles Augustus Myers, Ph.D., Lecturer in Business English.
Alexander W. T. Ogilvie, Lecturer in Office Management.
James Hamilton Picken, M.A., Lecturer in Business Psychology and Advertising.
John Charles Teevan, LL.B., Lecturer in Business Law.
John Victor Tinen, B.S., Lecturer in Accounting.
Reginald de Koven Warner, M.A., Lecturer in Commercial Spanish.
Louis Winfield Webb, Ph.D., Lecturer in Business Psychology.
Merle Leslie Wright, B.A., Lecturer in Public Speaking.

SPECIAL LECTURERS

Robert L. Ardrey, President, American Foreign Trade League.
Francis X. Busch, Attorney at Law.
Gilbert L. Campbell, Federal Board of Vocational Education.
Mark W. Cresap, Secretary and Treasurer, Hart, Schaffner & Marx.
Ralph B. Dennis, formerly American Vice-Consul in Russia.
H. W. Dickerson, National Lead Company.
S. John Duncan-Clark, Chicago Evening Post.
Myrle C. Evans, Employment Manager, International Harvester Company.
Edward P. Farwell, Local Manager, Babson Statistical Organization.
Montague Ferry, Armstrong Bureau of Related Industries.
William S. Ford, Arthur Young & Company.
C. A. Hanson, The Dictaphone Company.
Arthur L. Hill, Bureau of Foreign and Domestic Commerce.
James L. Jacobs, J. L. Jacobs & Company.
Paul C. Johnson, Arthur Andersen & Company.
Albert C. MacMahon, National Cash Register Company.
Robert J. Magill, Sales Department, J. W. Butler Paper Company.
Charles F. McConnell, Sears, Roebuck & Company.
Lynn W. Meekins, Bureau of Foreign and Domestic Commerce.
Herbert Pope, Butler, Lamb, Foster & Pope.
Fred M. Simons, Jr., Arthur Andersen & Company.
Frank E. Weakly, Montgomery Ward & Company.
Louis D. H. Weld, Swift & Company.
George Woodruff, First National Bank, Joliet, Illinois.
Arthur H. Young, President, Chicago Council, The National Association of Employment Managers.

General Statement

Northwestern University School of Commerce offers a comprehensive professional course of training in business. The purpose of the School is to train the student for business on the basis of a broad outlook on life, to give him thorough knowledge of the principles that underlie business action, and to acquaint him with efficient business practice. The instruction has been planned to give him an understanding of the public relations of business and a broad survey of business facts and experience, to develop the power of accurate analysis, and to prepare the student for leadership as a business executive.

The School of Commerce was established in June, 1908, with 255 students. Its enrollment has increased rapidly, until today its total registration in all courses substantially exceeds one thousand students.

The School is well equipped to offer training in business. Its location in a great urban center enables members of the faculty to maintain a close contact with the operation of modern business, and with business practice. It also permits of numerous inspection trips to important industrial, manufacturing and merchandising establishments by the students. It further makes it possible to utilize successful business men as instructors in certain specialized courses, and as general lecturers in various fields.

The policy of the School is to identify itself closely with the business life of the community, in the belief that in this way it will be able to render a larger service both to its students and to the business world.

The School offers instruction on two plans. One plan is for day students, leading to the degrees of Bachelor of Arts, Bachelor of Science and Bachelor in Business Administration. The other is for late afternoon and evening students, leading to the Diploma in Commerce. The major portion of the work in the degree courses is given in Harris Hall, on the University Campus in Evanston, while all that offered in the diploma courses is given in the Northwestern University Building in Chicago.

The Degree Courses

The Degree Courses

Admission

REQUIREMENTS FOR ADMISSION

Applicants for admission to the day work of the School of Commerce, leading to a degree, must present credit of acceptable grade for two years of work in a college, professional or scientific school of approved standing. Persons are not admitted to the course in Business unless their college record gives evidence of capacity to undertake serious professional study.

Students now registered in the College of Liberal Arts of Northwestern University may transfer their registration to the School of Commerce upon the completion of their second year in the College of Liberal Arts, provided they have completed the Pre-Commerce program, or its equivalent; or they may transfer their registration at the completion of their third year in the College of Liberal Arts.

For persons who desire to prepare for admission to the School of Commerce, a two-year Pre-Commerce course has been arranged in the College of Liberal Arts. This course is described on page 12. Students preparing in other colleges or universities for admission to the School of Commerce of Northwestern University are urged to follow this Pre-Commerce program as nearly as possible.

THE OBJECT IN REQUIRING TWO YEARS OF COLLEGE STUDY IN PREPARATION FOR ENTRANCE TO THE DEGREE COURSES

The business career is rapidly acquiring a recognized professional standing. Every young business man should have a training which not only will enable him to maintain his place in the profession but also will serve to make him a leader in raising the standards of business efficiency. In order to do this, he must be able to look beyond the routine duties of his work and to grasp the broader principles upon which business success is founded.

Business today demands particularly men who are educated, and not men who are merely drilled in specific processes. It is infinitely complex and specialized, and requires a power of analysis which nothing can give so well as a comprehensive scientific training. With this complexity there exist, in a great modern business, far-reaching public relations demanding a liberal culture and the finest qualities of mind and spirit.

In requiring two years of college work as a prerequisite for ad-

mission to the degree courses, and in combining with the strictly professional subjects in that course many others of a liberalizing purpose, the School of Commerce becomes articulated as an integral part of the scheme of American higher education. The student who contemplates taking up a degree course in Business should pursue the two years of preparatory college work with the same earnest professional spirit which will be required of him in the years of the Business course which follow, remembering that, without the training of mind and spirit, he will not be able in any adequate way to solve the problems of his later course and of the active years which follow.

Requirements for Degrees

BACHELOR OF ARTS AND BACHELOR OF SCIENCE

Students who register in the School of Commerce, upon the completion of two years of college work, may receive the degree of Bachelor of Arts or Bachelor of Science on the completion of their second year in the School of Commerce, provided they have met the college requirements for one of these degrees, including the requirements for a major and a minor.*

A student who has completed three full years in the College of Liberal Arts of Northwestern University, including the specific requirements for the Bachelor of Arts or the Bachelor of Science degree, and a major and minor, or three minors, two of which must be correlated, may, on the completion of one year's work in the School of Commerce, obtain the degree of B.A. or B.S.

BACHELOR IN BUSINESS ADMINISTRATION

Students who register in the School of Commerce following two years of college may receive the degree Bachelor in Business Administration upon the completion of three years' work. Students who register in the School of Commerce following three years of college may secure the B.B.A. degree upon the completion of two years' work, provided they have had a sufficient amount of work in Economics or Commerce. Thus students who register in the School of Commerce and take the B.A. or B.S. degree may normally qualify for the B.B.A. degree by the completion of one year's additional work in the School of Commerce.

Students who have received a Bachelor's degree in Liberal Arts, either from Northwestern University or from a college or university

*A Commerce student will normally complete a major in economics and a related minor, in following the prescribed Commerce courses, and will thus meet this requirement.

of approved standing, but who have not the equivalent of a major in economics or commerce, will ordinarily be required to spend two years of additional study in order to obtain the degree Bachelor in Business Administration. During the summer intervening between the second and third years the student must be employed in a business, under the direction of the School of Commerce.

In the last year of the course the student will devote a considerable share of his time to investigative work in the business which he intends to enter. Normally, an arrangement is effected whereby the student is employed in business for part time during the period of investigation. A thesis embodying the results of his investigation must be presented in partial fulfillment of the requirements for the degree. The subject of this thesis must be filed with the Secretary of the School of Commerce not later than December 1st, and the thesis must be presented not later than May 15th.

Formal application for the degree must be made before November 1st of the academic year in which the degree is granted.

The degree, Bachelor in Business Administration, is not awarded merely as result of pursuing a specified number of courses. Students are expected to meet the requirements imposed with the professional spirit and measure of precision demanded in well-regulated business houses. As the course progresses, they should acquire ability to analyze business situations and to apply fundamental principles to the solution of practical business problems. If after a reasonable time a student's work does not give promise of effectiveness in the business field, he is discouraged from continuing the course.

Candidates offering advanced credit from other institutions are required to pursue at least one full year's work under the direction of the School of Commerce faculty.

THE PRE-COMMERCE COURSE

The Pre-Commerce course is designed to give Commerce students a broad cultural foundation, to enable them to meet the requirements for the Bachelor of Arts or Bachelor of Science degree upon the completion of two years' work in the School of Commerce, and to prepare the student properly for undertaking the study of the professional business subjects.

This course is described on page 14. Modifications from it are to be made only with the approval of the Adviser to Pre-Commerce students, Room 318, Harris Hall.

Students who plan to take the Pre-Commerce course must have a transcript of their high school credits submitted by the high school principal to the Registrar of the College of Liberal Arts, Evanston, Illinois. A blank for the submission of these credits may be obtained on request.

ENTRANCE REQUIREMENTS FOR THE PRE-COMMERCE COURSE

For admission to the Pre-Commerce course without examination, a certificate of the principal of an accredited high school, or other qualified officer, must be presented, recommending the candidate as competent to pursue college studies to advantage, and showing fifteen units of credit as follows:

- A. At least three units of English, one unit of Algebra, and one unit of Plane Geometry.
- B. Foreign languages—Latin, Greek, French, German, Spanish—at least two units of one of these languages.
- C. Other subjects sufficient to make, with the above, an aggregate of fifteen units. These may include any subjects commonly appearing as a part of a high school course, provided that no subject is presented for less than a half unit of credit. Vocal music and physical training are not recognized for credit.

A condition of not more than one unit may be allowed to a candidate ranking above the lowest quarter of his high school class, but no condition is allowed in the prescribed English, Algebra, Geometry, or Foreign Language.

Deficiencies in entrance credit may be made up by examination before admission, at the examinations of the College Entrance Examination Board in June, or at the regular entrance examinations held at this University in September. All entrance deficiencies must be made up before the beginning of the second year of residence.

For candidates who do not present from an accredited school certificates covering the entrance requirements described above, the following provision is made: Examinations may be taken in the prescribed work in English, Algebra, Geometry, and Foreign Languages, and, if these are satisfactory, the candidate will be admitted to college, provided he presents supplementary evidence of preparation equivalent to that furnished by a four-year high school course.

The Schedule of Courses

THE PRE-COMMERCE COURSE

(Taken in the College of Liberal Arts)

FRESHMAN YEAR

First Semester

English
Mathematics
Language
Economic History
Geology

Second Semester

English
Mathematics
Language
Economic History
Geology

SOPHOMORE YEAR

First Semester

English
Economics
Language
Science
Psychology

Second Semester

English
Money and Banking
Language
Science
Business Psychology

THE COURSES IN COMMERCE

(Taken in the School of Commerce)

For students who have completed the Pre-Commerce course above described, or its equivalent, in Northwestern University, or who transfer to Northwestern University upon the completion of two years of work in another institution, the following schedules offer typical courses which lead to the degree Bachelor of Science, and which also prepare the student for certain fields of business activity. With certain modifications, similar programs may be arranged, leading to the degree Bachelor of Arts.

GENERAL BUSINESS

THIRD YEAR

Required

Corporation Finance
Business Organization I
Accounting I
Business Law I
Marketing and Distribution

Electives in

Advertising
Sales Correspondence
Introductory Cost Accounting
Labor
Transportation
Investment Securities
Business Organization II
Political Science

FOURTH YEAR

Required

Business and Government
Statistics and Statistical Methods
Seminar

Electives in

Foreign Trade
Selling Policies
Industrial Relations and Employment
Management
Office Management
Elements of Public Finance
Accounting II
Political Science

ACCOUNTING

THIRD YEAR

Required

Corporation Finance
Business Organization I
Accounting I
Accounting II
Business Law I
Marketing and Distribution

Electives in

Public Utilities
Introductory Cost Accounting
Elements of Public Finance
Mathematics
Investment Securities
Political Science

FOURTH YEAR

Required

Business and Government
Statistics and Statistical Methods
Seminar
Accounting III

Electives in

Public Service Corporation Accounting
Factory Cost Accounting
Business Law
Factory Management
Business Statistics
Special Problems in Corporation Finance
Principles of Taxation
Political Science

BANKING AND FINANCE

THIRD YEAR

Required

Corporation Finance
Business Organization I
Accounting I
Advanced Banking
Business Law I

Electives in

Banking Law
Corporation Law
Elements of Public Finance
Marketing and Distribution
Selling Policies
Political Science
Investment Securities

FOURTH YEAR

Required

Business and Government
Statistics and Statistical Methods
Seminar
Accounting II

Electives in

Principles of Taxation
Foreign Trade
Accounting III
Business Statistics
Public Utilities
Transportation
Special Problems in Corporation Finance
Political Science

FACTORY MANAGEMENT

THIRD YEAR

Required

Corporation Finance
Business Organization I
Accounting I
Marketing and Distribution
Business Law I

Electives in

Labor Problems
Factory Management
Introductory Cost Accounting
Office Management
Industrial Relations and Employment Management

FOURTH YEAR

Required

Business and Government
Statistics and Statistical Methods
Seminar
Accounting II

Electives in

Business Statistics
Factory Cost Accounting
Engineering
Transportation
Mathematics

SECRETARIAL WORK

THIRD YEAR

Required

Corporation Finance
Business Organization I
Accounting I
Marketing and Distribution
Business Law I

Electives in

English
Advertising
Business Law
Sales Correspondence
Language
Office Management
Investment Securities
Political Science

FOURTH YEAR

Required

Business and Government
Statistics and Statistical Methods
Seminar

Electives in

Accounting
Industrial Relations and Employment Management
Selling Policies
Foreign Trade
Political Science
Accounting II

FOREIGN TRADE

THIRD YEAR

Required

Corporation Finance
Business Organization I
Accounting I
Marketing and Distribution
Business Law I

Electives in

Business Law
Foreign Languages
Foreign Trade
International Law
Transportation

FOURTH YEAR

Required

Business and Government
Statistics and Statistical Methods
Seminar

Electives in

Foreign Languages
Advanced Banking
Selling Policies
Advertising
Sales Correspondence
Cost Accounting
Political Science
Accounting II

TRAFFIC AND TRANSPORTATION

THIRD YEAR

Required

Corporation Finance
Business Organization I
Accounting I
Marketing and Distribution
Business Law I

Electives in

Transportation
Public Utilities
Transportation Law
Office Management
Sales Correspondence
Special Problems in Corporation Fi-
nance
Political Science

FOURTH YEAR

Required

Business and Government
Statistics and Statistical Methods
Seminar
Accounting II

Electives in

Advanced Transportation
Business Statistics
Industrial Relations and Employment
Management
Public Service Corporation Accounting
Cost Accounting
Political Science

EMPLOYMENT MANAGEMENT AND LABOR ADMINISTRATION

THIRD YEAR

Required

Corporation Finance
Business Organization I
Accounting I
Marketing and Distribution
Business Law I

Electives in

Factory Management
Labor Problems
Labor Legislation
Introductory Cost Accounting

FOURTH YEAR

Required

Business and Government
Statistics and Statistical Methods
Seminar

Electives in

Office Management
Industrial Relations and Employment
Management
Advanced Labor Problems
Social Psychology
Accounting II

PUBLIC AND SOCIAL SERVICE

THIRD YEAR

Required

Corporation Finance
Business Organization I
Accounting I
Marketing and Distribution
Business Law I

Electives in

Labor Problems
Public Utilities
Political Parties
Sociology
Political Science
Elements of Public Finance
Industrial and Social Problems

FOURTH YEAR

Required

Business and Government
Statistics and Statistical Methods
Seminar

Electives in

Labor Legislation
Political Science
Constitutional Law
International Law
Industrial Relations and Employment
Management
Office Management
Business Statistics
Accounting II

COMMERCIAL TEACHING

THIRD YEAR

Required

Corporation Finance
Business Organization I
Accounting I
Marketing and Distribution
Business Law I

Electives in

Factory Management
Office Management
Commercial Education
Educational Psychology
Introductory Cost Accounting

FOURTH YEAR

Required

Business and Government
Statistics and Statistical Methods
Seminar
Accounting II

Electives in

Secondary Education
English
High School Methods
Factory Cost Accounting
History of Education
Educational Psychology
Business Statistics

CHAMBER OF COMMERCE ADMINISTRATION

THIRD YEAR

Required

Corporation Finance
Business Organization I
Accounting I
Marketing and Distribution
Business Law I

Electives in

Labor Problems
Transportation
Public Utilities
Principles of Taxation
Municipal Government
Elements of Public Finance

FOURTH YEAR

Required

Business and Government
Statistics and Statistical Methods
Seminar

Electives in

Industrial Relations and Employment
Management
Labor Legislation
Office Management
Business Law
Political Science
Accounting II

FIFTH (GRADUATE) YEAR, FOLLOWING ANY OF THE ABOVE PROGRAMS

The fifth (or graduate) year's work, following any of the above four-year programs, leads to the degree of Bachelor in Business Administration. It consists of more advanced class work in the particular field of business for which the student wishes to prepare himself, field work, investigational work, and the preparation of a thesis, in accordance with the provisions stated on page 12.

Registration

REGISTRATION FOR DEGREE COURSES IN BUSINESS

Degree students are required to register in person at the office of the School of Commerce in Harris Hall on the Campus in Evanston. Upon registration they must file a transcript of their credits from the College of Liberal Arts of Northwestern University, or the institution from which such credits are presented.

Registration days are the first Monday, Tuesday, and Wednesday of the first semester; and the first Friday and Saturday of the second semester. A student not registered at the close of this period is subject to a fee of two dollars for late registration.

Tuition bill is given to the student upon registration. This must be presented for payment immediately at the Business Manager's Office, 518 Davis Street, Evanston.

REGISTRATION IN PRE-COMMERCE COURSE

Every applicant for the Pre-Commerce course is required to register in person at the office of the Registrar of the College of Liberal Arts, in University Hall, Evanston, and to report for assignment of subjects and general instruction to the adviser for Pre-Commerce students, office of the School of Commerce, Harris Hall.

GENERAL INFORMATION

The Library

The University Library in Evanston is open to officers of the University, and to students upon the payment of their regular semester bills. In addition to the University Library, there are available to the students of the School of Commerce the Commerce Library in the Northwestern University Building, Chicago; the Elbert H. Gary Library of Law, housed in the same building; the John Crerar Library, located in the Marshall Field Building, the Public Library of Chicago, and the Newberry Library. The John Crerar Library is very completely equipped with materials for use in business research.

Field Work

In many of the courses a substantial amount of field work is provided, in addition to the class room instruction. This consists of inspection trips through various manufacturing and merchandising establishments in and around Chicago, and investigational work conducted by the student in such plants on special subjects or assignments under faculty supervision. In some courses a student will be assigned to conduct such work in some one selected establishment, and in other courses the field work will include study and observations conducted at several plants. The purpose of this field work is to utilize the opportunities of Chicago in such a way as to provide the student with actual laboratory or clinical facilities for the scientific study of business, and to supplement the class room instruction with concrete and illustrative material.

The Bureau of Business Research

The Bureau of Business Research is an integral part of the School. It has for its purpose the conduct of investigation and research regarding business principles and the securing of data concerning business practice. The material thus secured is used for instructional purposes in the classroom, and so far as feasible will also be made available to all who are interested.

Employment for Graduates

Although the School of Commerce does not promise to secure positions for its graduates, it has organized a Bureau of Employment through which it makes a systematic effort to find positions for students who have made a good record in the School. It has proved of large value in aiding students to make satisfactory connection with business firms upon the completion of their study.

Residences for Men

Thirteen new dormitories, of which nine are fraternity houses and four are so-called College Houses, are now available for men students, and all men are required to live in a dormitory unless for sufficient cause they are given formal permission to live elsewhere.

For description of the Buildings, see page 47 of the Annual Catalog.

A dining hall or Commons is operated on the top floor of one of the buildings, where good board may be had at reasonable prices.

Each student room is for one person and is furnished with a single bed, mattress, pillow, chiffonier, a combined study table and bookcase, chairs, rugs, and window shades. The occupant furnishes his own bedding and towels, but the University takes charge of the laundering of these. In the interest of economy, the cost of electric lighting is not included in the general charge, but is apportioned pro rata, to the occupants of the House.

The charge to each student for a single, furnished room, including care and heat for the school year, is from \$100 to \$125, except for rooms having a private bath, or a bath reserved for a suite, for which the annual charge is from \$135 to \$175. A chart can be obtained from the Registrar showing the location of rooms, with cost.

Room rent is payable in two installments, one at the beginning of each semester, and is not returnable. A deposit of \$10.00 is required at the time a room is assigned, to be held until the end of the college year to cover possible charges, any unused balance to be returned to the student.

Applications and all inquiries in regard to the dormitories should be sent to the Registrar of the College of Liberal Arts, University Hall, Evanston, Illinois.

Residences for Women

Women students are under the immediate supervision of the Dean of Women. They are required to live in the halls established as women's residences or in the listed approved houses under private management, unless living in their own homes. Permission to live elsewhere is given in exceptional cases only and terminates at the end of the term (or semester) unless renewed. Wherever women students reside they are expected to conform to the general regulations governing absence from the house, visitors' hours, social engagements, and the like.

Of the women's houses Willard Hall is the longest established and accommodates the largest number. With it is associated Emily Huntington Miller Hall, in which thirty young women find comfortable rooms. Prices for room and board in these halls range from \$306 to \$324 a year, according to the location of the room, payable quarterly in advance. For information, inquiries should be sent to the House Director, Willard Hall, Evanston, Illinois.

It may be necessary, owing to advance in cost, to increase these charges for 1919-20.

Pearsons Hall, Chapin Hall, and Morse House are under the control of an association of women incorporated as the Women's Educational Aid Association, which considers the claims of applicants for residence in these halls and has a friendly supervision over them. The lighter housework in these houses is done by the young women, under the direction of a competent matron, and in this way the expenses of living are materially reduced. The charges for room and board are \$200 a year, payable semi-annually in advance. For information, inquiries should be sent to the Corresponding Secretary of the Women's Educational Aid Association, Evanston, Illinois.

Business Fellowships

Arrangements have been made with the National City Bank of New York to select annually one or more students from a group recommended by the School of Commerce, to spend in that institution a full year consisting of summer vacations and a period immediately following graduation. The student will be paid \$60.00 per month by the bank, and will be allowed a maximum sum for traveling expenses.

Several Chicago firms will employ, during vacations, a selected number of students who have definitely decided to enter the line of business in which the respective firms are engaged.

Fellowships

Two part-time fellowships are awarded each year. These fellowships carry an honorarium of \$400 each, and tuition; applications should be filed before April first.

Commerce Society

The Commerce Society is an organization composed of students interested in commerce who meet specified requirements. This Society meets every two weeks and is addressed by business men.

Grades of Scholarship

At the end of each semester the standing of each student in each of his courses is reported by the instructor to the secretary and is entered of record. Standing is expressed, according to proficiency, in grades A, B, C, D, E, F.

Grade A denotes superior scholarship; grade B, good scholarship; grade C, fair scholarship; grade D, poor scholarship; grade E, a condition which may be removed by a second examination; grade F, a failure removable only by repetition of the subject in the class. Work of grades A, B, and C is counted toward a degree. Work of grade D may also be counted toward a degree, but not more than one-fifth of the work done under the Commerce faculty offered to meet the requirements for graduation may be of this grade and no work of this grade may be counted toward the B.B.A. degree, unless offset by an equal amount of work of grade A in the same semester.

Students who secure a lower grade than D in any course will be permitted to continue their work for the B.B.A. degree only in very exceptional cases. In such cases, regulations for making up the work in which the deficiency occurs are the same as obtain in the College of Liberal Arts.

Work reported "incomplete" at the end of any semester, and not made good by the beginning of the corresponding semester of the following year, can thereafter be given credit only by repetition in class.

The semester records of students are sent by the secretary to the student's father or guardian.

Fees and Expenses

All fees are due and payable in advance and until paid the student's registration is considered provisional.

A matriculation fee of five dollars is charged when a student first enters the University. This fee is paid but once and is not returnable.

Tuition Fees—Students are required to pay fees for instruction each semester as follows:

Regular full tuition.....\$75.00

Graduate students pursuing courses prescribed for the degree of Bachelor in Business Administration are required to pay the tuition of the School of Commerce.

Lecture Note Fees—A fee sufficient to cover the cost of preparing and manifoldng notes in certain subjects is entered with the tuition bill at the beginning of each semester. This fee, depending on the subject, varies from \$1.00 to \$5.00 a semester.

Late Registration—A fee of two dollars is charged students registering after the first Wednesday in the first semester and after the first Saturday in the second semester.

Changes in Registration—A fee of one dollar is charged for any change in registration after the first full week of a semester.

Special Examinations—A fee of two dollars is charged for each examination taken at a time other than that provided in the regular schedule.

Graduation Fee—A fee of ten dollars is charged persons taking any degree. This fee is payable on the first day of May of the year of graduation.

Refunds—No fees for instruction or incidentals will be refunded except in cases of sickness. If on account of his serious illness a student withdraws before the middle of a semester, one-half of his tuition fee will be refunded, providing he secures from the dean a statement of honorable standing, and from a physician a certificate that his health will not permit him to remain in attendance. Application for a refund must be made before the close of the semester for which the fee was paid.

SELF-SUPPORT OF STUDENTS

The University does not encourage students to enter school if entirely without resources. Not a few students, however, are able to help themselves materially by their labor, while pursuing studies. The Young Men's Christian Association, Evanston, conducts a bureau of self-help which is of assistance in securing work for a large number desiring it. Inquiries sent to the Secretary of this Association receive careful attention.



The Diploma, Evening and
Special Courses

The Diploma, Evening and Special Courses

In addition to the degree courses described on the preceding pages, the School of Commerce offers afternoon and evening courses in the Northwestern University Building in Chicago. These courses are intended primarily for the benefit of those who are employed, and who are therefore unable to give their entire time during the day to college studies. Students may, by pursuing a regular program of these courses, secure the Diploma in Commerce, or they may elect, as special students, to take any of these courses separately.

Students in evening courses who have fulfilled the requirements for entrance to the diploma course, and who have completed four full year evening subjects, may register for Commerce courses in Evanston with the permission of the Commerce Committee on Registration, subject to the regulations governing the admission of students to the particular courses concerned.

On the recommendation of the Committee on Registration, of the College of Liberal Arts, persons more advanced in years than ordinary college students may be admitted to college as special students, to pursue selected studies. Applicants for such admission must give evidence of ability to carry the proposed work to advantage.

Admission

REQUIREMENTS FOR ADMISSION

Applicants for admission to the evening courses of the School of Commerce must be at least 18 years of age, and those under 21 must have completed a four year course in an approved high school. All applicants must file with the secretary certificates showing the nature and amount of their preliminary education and must submit a properly attested detailed statement, setting forth their business experience. This statement must give evidence of sufficient maturity and training to enable the applicant to pursue the work with profit. Those who have been in attendance in a university, college, or an approved professional or secondary school, within the three years preceding their application, must present a transcript of credit and a letter of honorable dismissal from such school.

QUALIFICATION OF CANDIDATES FOR THE DIPLOMA IN COMMERCE

If a student desires to become a candidate for a Diploma in Commerce, he may qualify for such candidacy either by certificate or by examination.

1. CANDIDACY BY CERTIFICATE

Candidates for the diploma course by certificate must present a certificate from the principal or other qualified officer of an accredited high school, recommending the candidate as competent to pursue college studies to advantage, and showing that he has completed fifteen units of credit approved by the School of Commerce Committee on Entrance Requirements. Definitions of units are the same as those adopted by the North Central Association of Colleges and Secondary Schools. A unit is a course of study covering a daily recitation on a prepared topic, for a full year. Two hours of laboratory work are counted as the equivalent of one hour of prepared recitation.

2. CANDIDACY BY EXAMINATION

A student who desires to become a candidate for the Diploma in Commerce and who does not present a certificate from an accredited school covering the entrance requirements, may make up deficiencies by taking examinations in subjects approved by the Committee on Entrance Requirements, at the regular examinations held by the COLLEGE ENTRANCE EXAMINATION BOARD in June, or at the regular entrance examination held at this University in September; or by special examination at the University in February.

In special cases, men of mature years, with satisfactory business experience, may make up entrance deficiencies by taking additional work in the School of Commerce, upon approval of the Committee on Entrance Requirements.

Persons who have completed in a non-accredited high school a full four year course covering subjects approved by the Committee on Entrance Requirements, may qualify for entrance to the diploma course by examination on three or more subjects of the high school course, to be designated by the Committee.

Applicants for admission to the diploma course who are required to take examination in high school subjects may present themselves for two or more subjects at any of the regular or special examinations

stated above, provided that all entrance examinations are completed within two years after the first examination has been taken. All applications for examination must be made on or before May, September or January first, preceding the examination.

Requirements for the Diploma in Commerce

In addition to meeting the entrance requirements, candidates for the diploma must give evidence of satisfactory experience in business for a period of at least one full year. They must complete twelve subjects, requiring normally three evenings a week for four years, and including a full year course each in Accounting, Business Law, Economics, and Finance. In addition, they are required to take English II unless they give evidence by examination of satisfactory proficiency in English. Of the twelve subjects, at least nine must be other than languages. English I and Bookkeeping are not credited toward a diploma. The diploma is awarded only to students whose major registration is in the afternoon and evening classes in Chicago.

A candidate for a diploma, offering advanced credit from other institutions, is required to pursue at least four business subjects throughout a full school year under the direction of the faculty of the School of Commerce. No advanced credit toward the diploma will be allowed except for subjects which fall clearly in the field of business.

The Schedule of Courses

The following plans of study are recommended for persons who wish to pursue regular evening or Saturday afternoon courses of study in General Business, Accounting, Sales Management and Advertising, Banking and Finance, Factory Management, Employment Management and Labor Administration, Traffic and Transportation, Foreign Trade, Secretarial Work and Public Service.

The regular course includes three evenings a week for four years.

NOTE.—Persons who do not wish to take a regular course may register for selected subjects.

GENERAL BUSINESS

FIRST YEAR

Economics
Accounting I
English II

THIRD YEAR

Required

Principles of Psychology
Advertising
Corporation Finance
Investment Securities

Elective. One elective required

Accounting II
Business Law III, IV, V
Factory Management
Office Management
Introductory Cost Accounting

SECOND YEAR

Business Organization
Money and Banking
Business Law I and II

FOURTH YEAR

Required

Statistics and Statistical Methods
Marketing and Distribution
Selling Policies

Elective. Two electives required

Resources and Trade
Foreign Trade
Foreign Language
Industrial Relations and Employment
Management

ACCOUNTING

FIRST YEAR

Required

Accounting I
Business Law I
English II

Elective

Introductory Cost Accounting
Business Law II

THIRD YEAR

Required

Accounting III
Public Service Corporation, or
Factory Cost Accounting

Elective

Business Organization
Marketing and Distribution
Statistics and Statistical Methods
Business Law V
Factory Management

SECOND YEAR

Required

Accounting II
Business Law III and IV
Economics

Elective

Factory Cost Accounting

FOURTH YEAR

Required

Accounting—Post-Graduate
Accounting C. P. A. Review
Corporation Finance
Investment Securities

Elective. One elective required

Public Utilities
Business Psychology
Money and Banking

SALES MANAGEMENT AND ADVERTISING

FIRST YEAR

Principles of Psychology
Advertising
English II
Economics

THIRD YEAR

Required

Marketing and Distribution
Selling Policies
Accounting I

Elective. One elective required

Resources and Trade
Statistics and Statistical Methods
Foreign Trade

SECOND YEAR

Sales Correspondence
Business Organization
Business Law I and II

FOURTH YEAR

Required

Money and Banking
Effective Speaking

Elective. One elective required

Business Law III, IV, V
Foreign Language
Office Management

BANKING AND FINANCE

FIRST YEAR

Economics
Accounting I
English II

THIRD YEAR

Required

Corporation Finance
Investment Securities
Statistics and Statistical Methods

Elective. One elective required

Business Organization
Marketing and Distribution
Resources and Trade
Foreign Trade
Office Management
Introductory Cost Accounting

SECOND YEAR

Money and Banking
Accounting II
Business Law I and IV

FOURTH YEAR

Required

Advanced Banking
Elective. Two electives required

Seminar in Finance
Public Utilities
Business Law II and III
Principles of Psychology
Advertising
Advanced Accounting
Public Service Corporation Accounting

FACTORY MANAGEMENT

FIRST YEAR

Required

Economics
Accounting I
English II
Introductory Cost Accounting

THIRD YEAR

Factory Management
Corporation Finance
Investment Securities
Business Law I and II

SECOND YEAR

Accounting II
Business Organization
Marketing and Distribution

FOURTH YEAR

Required

Industrial Relations and Employment
Management
Factory Cost Accounting

Elective

Statistics and Statistical Methods
Principles of Psychology
Transportation
Office Management

FOREIGN TRADE

FIRST YEAR

Economics
Resources and Trade
English II
Foreign Language

THIRD YEAR

Principles of Psychology
Business Law I and II
Foreign Language
Selling Policies
Money and Banking

SECOND YEAR

Foreign Language
Foreign Trade
Accounting I
Marketing and Distribution

FOURTH YEAR

Business Organization
Sales Correspondence
Foreign Language
Transportation
Advanced Banking

NOTE.—A fifth year is recommended in the course in Foreign Trade. This will enable the student to secure preparation in foreign language.

EMPLOYMENT MANAGEMENT AND LABOR ADMINISTRATION

FIRST YEAR

Economics
Accounting I
English II

THIRD YEAR

Factory Management
Office Management
Business Psychology

SECOND YEAR

Business Organization
Business Law
Principles of Psychology

FOURTH YEAR

Industrial Relations and Employment
Management
Cost Accounting
Statistics and Statistical Methods

PUBLIC SERVICE

FIRST YEAR
Economics
English II
Accounting I

THIRD YEAR

Required

Public Utilities
Public Service Corporation Accounting
Business Organization
Marketing and Distribution
Elective. One-half elective required
Sales Correspondence
Office Management

SECOND YEAR

Corporation Finance
Investment Securities
Accounting II
Business Law I and II

FOURTH YEAR

Required

Statistics and Statistical Methods
Elective. Two electives required
Industrial Relations and Employment
Management
Money and Banking
Resources and Trade
Principles of Psychology

SECRETARIAL WORK

FIRST YEAR

Economics
Accounting I
Business Law I and II

THIRD YEAR

Required

Business Organization
Marketing and Distribution
Selling Policies
Elective. One and one-half electives required
Money and Banking
Foreign Language
Statistics and Statistical Methods

SECOND YEAR

English II
Business Law III and IV
Office Management

FOURTH YEAR

Required

Corporation Finance
Investment Securities
Elective. Two electives required
Industrial Relations and Employment
Management
Resources and Trade
Foreign Language
Principles of Psychology

TRAFFIC AND TRANSPORTATION

FIRST YEAR

Economics
Accounting I
English II

THIRD YEAR

Required

Public Service Corporation Accounting
Corporation Finance
Investment Securities
Elective. One elective required
Statistics and Statistical Methods
Business Law III, IV, V
Resources and Trade

SECOND YEAR

Transportation
Accounting II
Business Law I and II

FOURTH YEAR

Required

Seminar in Transportation
Public Utilities
Elective. One-half elective required
Business Organization
Marketing and Distribution
Employment Management
Industrial Relations
Money and Banking

Registration

Beginning August 1, members of the faculty are in the Chicago office of the School to assist students and prospective students in arranging their courses of study. Every applicant for admission is urged to avail himself of this opportunity for a personal interview.

Each applicant must fill out and file at the Office an Information Blank and a Registration Blank accompanied by registration deposit of \$5.00 (see p. 32). This deposit is returned if for any reason the registration is not approved. If it is approved, a notice of acceptance is mailed, together with bill covering balance of tuition.

GENERAL INFORMATION

Grades of Scholarship

At the end of each semester the standing of a student in each of his courses is reported by the instructor to the secretary and is entered of record. Standing is expressed, according to proficiency, in grades A, B, C, D, E, F.

Grade A denotes superior scholarship; grade B, good scholarship; grade C, fair scholarship; grade D, poor scholarship; grade E, a condition which may be removed by a second examination; grade F, a failure removable only by repetition of the subject in class. Work of grades A, B, and C is counted toward a diploma. Work of grade D may also be counted toward a diploma, but not more than one-sixth of the work offered to meet the requirements for graduation may be of this grade.

Work reported as of grade E must be made good at a second examination or must be taken again in the classroom if credit is to be obtained, but work of this grade cannot be raised by examination to a grade higher than D. Work of grade D cannot be raised to a higher grade by examination.

Work reported "incomplete" at the end of any semester, and not made good by the beginning of the corresponding semester of the following year, can thereafter be given credit only by repetition in the class.

At the end of the school year, written report of grades received is mailed to the student, and, if he desires, to his employer or other person whom he may designate.

Prizes and Scholarships

The Joseph Schaffner Prize

A prize of one hundred dollars, the gift of Mr. Joseph Schaffner, is awarded annually to that evening student in the School of Commerce who upon graduation has made the best record during a minimum of two years' work. Only those candidates are considered eligible for the prize who have taken in the evening or late afternoon classes in Chicago, three-fourths of the twelve units required for the diploma.

Alpha Kappa Psi Prize

By gift of Gamma Chapter of Alpha Kappa Psi Fraternity an annual scholarship of seventy-five dollars is awarded for the senior year of the diploma course to that student who, on the completion of his junior year, has shown the best record of scholarship up to that point in his course.

Delta Sigma Pi Prize

A Gold Medal, gift of Delta Sigma Pi Fraternity, is awarded upon graduation to the Senior of the Diploma Course of the School of Commerce, who in the judgment of the faculty is ranked highest in scholarship, leadership, and promise of future usefulness.

Scholarships

Four Scholarships of seventy-five dollars each are open to students in the School. They will be awarded, if possible, to students who have been registered in the School on the basis of their previous work and their ability to undertake the amount of work required. Applications must be in before the first of August.

Fees and Expenses

All fees are due and payable in advance, and until paid the student's registration is considered provisional. A registration deposit of five dollars is required with the student's registration blank each year and is not refundable. Students are not admitted to classes either semester until at least this amount of the semester's tuition is paid. The balance of the semester's tuition must be adjusted before the second week of the semester.

Tuition Fees. For classes having one 2-hour session, or two 1-hour sessions, per week:

5 subjects,	\$100.00;	first semester,	\$55.00;	second semester,	\$45.00
4 subjects,	85.00;	first semester,	45.00;	second semester,	40.00
3 subjects,	75.00;	first semester,	40.00;	second semester,	35.00
2 subjects,	60.00;	first semester,	32.50;	second semester,	27.50
1 subject,	45.00;	first semester,	25.00;	second semester,	20.00

For second semester classes having two 2-hour sessions per week *45.00
Each additional second semester 2-hour subject..... 7.50

*(1) This rate of \$45.00 for a 4-hour course is charged new students registering in the second semester. It may be paid as follows: \$25.00 on or by February 9; \$20.00 on or by April 5.

(2) Students who have paid in full the tuition for one or more courses taken through the first semester and who wish to register for a 4-hour course in the second semester of the same year are charged for such course the regular second semester two-subject rate of tuition, \$27.50.

Lecture Note Fees. A fee sufficient to cover the cost of preparing and manifolded notes in certain subjects is entered with the tuition bill at the beginning of each semester. This fee, depending on the subject, varies from \$1.00 to \$5.00 a semester.

Special Examinations. A fee of one dollar is charged for each examination taken at a time other than that provided in the regular schedule.

Matriculation and Diploma Fees. A matriculation fee of \$5.00 is charged all students who qualify for the diploma. It is payable in their last year, and is not returnable. The diploma fee of \$10.00 is payable at the close of the final year, prior to Commencement.

Refunds. If on account of serious personal illness a student withdraws from the School before the middle of a semester, one-half of his tuition for that semester will be refunded, provided he secures from a physician a certificate that his health will not permit him to remain in attendance.

If a student in the evening classes, regularly employed during the day, is sent out of town permanently by his firm before the middle of the semester, one-half the tuition may be refunded, provided the student presents a written statement from the management.

Hours for Consultation and Registration

The office of the School of Commerce, in Room 425, Northwestern University Building, at the corner of Lake and Dearborn Streets, Chicago, is open from 9 a. m. to 5 p. m.; during the school year, 9 a. m. to 9 p. m., daily; Saturdays from 9 to 1. Between September 1 and November 1 the office will be open on Saturday from 9 to 5. Consultation at other hours will be arranged upon request.

Address all correspondence to the Secretary, NORTHWESTERN UNIVERSITY SCHOOL OF COMMERCE, Lake and Dearborn Streets, Chicago.

Description of Courses

Accounting

Accounting I—Principles—An introduction to Accounting adapted for students having little or no bookkeeping knowledge. Exercises in bookkeeping practice sets are correlated with a study of the fundamentals underlying the preparation of balance sheets and profit and loss statements of individuals, partnerships and corporations, with emphasis on the structure and significance of the accounts making up these statements. Prerequisite for Accounting II. Given in Evanston. A semester subject repeated in the second semester. Monday, Tuesday, Wednesday, Thursday and Friday, 10. Open only to Commerce students, and to others with the consent of the instructor. *Credit, five semester-hours.* Professor Pelton. Given in Chicago, a year course, 7 to 9, Monday, Sec. A, Tuesday, Sec. B, Wednesday, Sec. C, Friday, Sec. D, Saturday, 2 to 4, Sec. E. *Credit, four semester-hours.* Professor Pelton, Mr. Hall, Mr. Gilby, Mr. Tinen.

Accounting II—Intermediate—A continuation of Accounting I designed to train the student in analyzing business facts by accounting methods. Statement of affairs; realization and liquidation accounts; executorship and trustee accounts; statement of application of funds; formation of corporations; capital and revenue expenditures; branch and agency accounting; proration of overhead costs. The balance sheet audit; the relation of the accountant, as auditor, to business; a study of specimen audits; preparation of reports by students. Given in Evanston. A semester subject repeated in the second semester. Monday, Thursday, 1 to 3. Open only to Commerce students. *Credit, four semester-hours.* Professor Kohler, Professor Pelton. Given in Chicago, a year course, 7 to 9, Monday, Sec. A, Thursday, Sec. B. *Credit, four semester-hours.* Professor Kohler, Mr. Hall.

Accounting III—Advanced—Continuation of Accounting II, primarily for those expecting to enter the accounting profession. Students completing Accounting III and the C. P. A. Review course should be prepared to take the state Certified Public Accountant examination. Special points in connection with the audit of municipalities, institutions, banks, investment and insurance companies, land companies, publishers, mines, public utilities, contractors, etc. Investigations for special purposes; systems; income tax; consolidated balance sheets and income statements. Given in Chicago, a year course, Monday, 7 to 9. *Credit, four semester-hours.* Mr. Bliss.

Accounting IV—Postgraduate—A course similar to a seminar conducted for students desiring original research in the accounting

field. Students will make individual reports on assignments from the instructor, and will prepare a thesis on a selected topic. To be elected only by permission of Professor Andersen. Given in Chicago, a year course, hours to be arranged. *Credit, four to eight semester-hours.* Professor Andersen, Professor Himmelblau, Professor Kohler, Professor Pelton, and Mr. Bliss.

Introductory Cost Accounting—This course or its equivalent is required of all students before electing Factory Cost Accounting. Emphasis will be placed on the bookkeeping of cost accounting and on acquiring familiarity with the more common cost forms and their uses. Open to students who have completed the first semester of Accounting I or its equivalent. Given in Chicago, second semester. Hours to be arranged. *Credit, two semester-hours.* Professor Pelton.

Factory Cost Accounting—Accounting incident to the purchase, receipt and issue of raw and finished materials, payrolls, and factory expenses, and the scientific distribution thereof; issuance of shop orders; perpetual inventories; productive and non-productive labor; recording and paying of wages; piece work, profit-sharing and premium or bonus systems; factory overhead expenses; rent and interest in costs; system of repair, renewal and construction orders and the allocation of selling, distributing and administrative expenses; the use and value of graphic charts in the final assembly of data and statistics. Open to students who have completed Introductory Cost Accounting or its equivalent. Registration on permission of instructor. Given in Chicago, a year course, Wednesday, 7 to 9. *Credit, four semester-hours.* Professor Himmelblau.

**Public Service Corporation Accounting*—Special points arising in the accounts of electric light, gas, water, telephone and telegraph, electric railways and steam railways, such as plant costs, intangible values, discounts on securities, depreciation, classification of maintenance and betterment expenditures, systems of internal check, etc. Classification of Accounts prescribed by the Interstate Commerce Commission and various state commissions. Preparation of Balance Sheets and Operating Statements for independent and controlled companies; compilation of statistical data and the uses thereof. Special matters to be noted in the regular audit of utility companies; the trust indenture; certification of amount of bonds which may be taken down thereunder. Points to be noted in investigations for rate cases; methods of determining operating costs to joint utilities, principles underlying the valuation of physical and intangible property, methods

*Not given in 1919-1920.

of calculating, "going value", depreciation, working capital, fair value, fair rate of return, and procedure expenses. Special facilities available for research work. Given in Chicago, a year course. *Credit four semester-hours.* Additional credit may be arranged through seminar.

C. P. A. Review—Thorough practice work in class room to prepare candidates for Certified Public Accountant examinations. The object is to train students to apply accounting principles and to work in class room under substantially the same conditions as in examination room. Practical accounting problems; auditing and theory of accounts; analysis and discussion. The last hour is devoted to an open discussion of the solutions to problems assigned. Instruction is largely individual. Given in Chicago each semester; a twelve weeks' course immediately preceding the C. P. A. examination. Saturday, 2 to 5. *No credit.* Mr. Bliss.

Taxation—This course is intended to present to accountants, lawyers, business executives and others interested in the subject of taxation, detailed knowledge of the requirements of Federal and State tax laws, which will enable them to prepare returns which will be satisfactory to both the Government and taxpayer. The course will call for a more detailed study of the tax laws than is contemplated in the special course which will be given on Federal taxes. It will also embrace a general study of the local tax laws. Given in Chicago, Tuesday, 7 to 9. A semester subject repeated in the second semester. *Credit, two semester-hours.* Mr. Gilby.

Federal Taxes—A series of six lectures on the subject of federal taxes; the accounting and legal phases of the preparation of returns; a review and interpretation of Treasury Department and Court decisions. Given in Chicago. Dates to be announced. Professor Andersen.

DEGREE OF CERTIFIED PUBLIC ACCOUNTANT

By act of the Illinois General Assembly passed May 15, 1903, provision is made for the examination for the degree of Certified Public Accountant which is conferred by the State. Copies of the law and regulations governing the examination may be obtained by addressing Mr. C. M. McConn, Secretary, Committee on Accountancy, Urbana, Illinois.

BUSINESS LAW

Business Law I and II—General elementary law; contracts; agency, sales of personal property; negotiable paper; debtor, creditor,

and bankruptcy. Given in Evanston, second semester, Monday, Tuesday, Wednesday, Thursday, 8. *Credit, four semester-hours.* Open to Commerce students only. Given in Chicago, a year course, Tuesday, 7 to 9, Sec. A, Monday and Friday, 5:50 to 6:50, Sec. B, Saturday, 1:30 to 3:30, Sec. C. *Credit, four semester-hours.* Professor Bays and Mr. Teevan.

Business Law III—Corporations; partnerships. Given in Chicago, first semester, Friday, 7 to 9. *Credit, two semester-hours.* Mr. Teevan.

**Business Law IV*—Trademarks and unfair competition; banks and banking; suretyship. Given in Chicago, second semester, Thursday, 7 to 9. *Credit, two semester-hours.* Professor Bays.

Business Law V—Law of real and personal property, insurance. Given in Chicago, second semester, Friday, 7 to 9. *Credit, two semester-hours.* Mr. Teevan.

COMMERCE AND INDUSTRY

Business Organization I (Economics C16)—The organization and management of a business with reference to ownership and operation; functional, territorial and unit specialization; co-ordination of men and departments; the delegation of authority in the establishment of standards, in the handling of daily routine and operation, in maintaining discipline, in emergencies; the relation of responsibility to authority; the manner in which this relation can be sustained; control by means of statistics, graphs and charts, reports, supervision and inspection, line and staff organization; standardization of material, operations, methods, machinery, product; discipline; merit records; business policies. Given in Evanston, first semester, Monday, Wednesday, Friday, 8. *Credit, three semester-hours.* Professor Heilman. Given in Chicago, a year course, Wednesday, 7 to 9. *Credit, four semester-hours.* Professor Dutton.

Marketing and Distribution (Economics C17)—Factors in our distributive system including manufacturer; general and specialty wholesaler; jobber and sub-jobber; commission merchant; factory agent; broker; department, specialty, general, syndicate stores; general retailer; mail order retailer; retail agent and salesman. Sales, advertising and credit organization and management of the factors in the various schemes of distribution. Given in Evanston, first semester, Monday, Wednesday, Friday, 11. *Credit, three semester-*

*Not given in 1919-1920.

hours. Open to Commerce students only. Given in Chicago, first semester, Tuesday, 7 to 9. *Credit, two semester-hours.* Mr. Lyon.

Advertising—A practical course devoted to the study of advertising in all its phases, and to the training of advertising men. Based on practical investigations and a study of advertising campaigns that have been conducted during recent years. National display advertising, retail and department store advertising, poster advertising, specialty advertising, electric signs and other advertising methods, will be given careful attention. Students will be required to submit original work. Considerable attention will be given to the psychological principles underlying successful advertising. Those registered for the course should have had either a course in elementary psychology, or some practical work in the advertising field. Some attention will be given also to the wider economic and social aspects of advertising. Given in Evanston, first semester, Wednesday, 4 to 6. *Credit, two semester-hours.* Open to Commerce students only. Given in Chicago, second semester, Monday, 7 to 9. *Credit, two semester-hours.* Mr. Picken.

Selling Policies—This course will deal with the problems of sales management, selling methods and the elements of sales campaigns. Typical problems are analyzed and the methods of follow-ups are studied. Among topics considered are principles of personal salesmanship, building a sales organization, the duties of a sales manager, the training and selecting of salesmen, devising selling methods, planning of sales campaigns, etc. Given in Evanston, second semester, Monday, Wednesday, Friday, 10. *Credit, three semester-hours.* Open to Commerce students only. Given in Chicago, second semester, Tuesday, 7 to 9. *Credit, two semester-hours.* Mr. ———.

Office Organization and Management—A practical study of principles of organization and management as applied to office and counting room functions. The work is principally intended for students pursuing courses in business administration, accounting and secretarial work, and deals with the duties and problems of office executives. Personnel, management; editorial work; human interest; office appliances; correspondence; profit-producing functions of office. Given in Evanston, second semester, Thursday, 4 to 6. *Credit, two semester-hours.* Given in Chicago, Tuesday, 7 to 9. A semester subject repeated in the second semester. *Credit two semester-hours.* Mr. Ogilvie.

**Advanced Office Management*—Training and development of personnel. Use of mechanical appliances for economy and output. Correspondence methods: shorthand and voice-writing, form letters, standard paragraphs, incoming and outgoing mail. Filing systems (correspondence and records): equipment and supplies, principles, methods, practice. Department records: purchasing and storeroom, sales department, credit and collection departments, receiving and shipping departments. General office practice. Given in Evanston. *Credit, two semester-hours.* Mr. Ogilyie.

Factory Management—Factors affecting location of plant; adaptation of building to process; types of factory building; routing of work; selection and arrangement of machinery; auxiliary departments. Types of organization and special adaptations of each type; executive control; methods in the Production, Stores, Purchasing, Shipping, Engineering, Cost, and other departments; progress records; standardization. Handling of labor, wage systems; time study; selection, discipline, and records; methods of securing the workmen's co-operation. Given in Evanston, first semester, Tuesday, Thursday, 8. (With field work.) Open to Commerce students only. *Credit, three semester-hours.* Given in Chicago, a year course, Tuesday, 7 to 9. *Credit, four semester-hours.* Professor Dutton.

FOREIGN TRADE

Physiography and Geology—Geology A2—The origin and significance of earth features and the relations of such features to human activities; climatic factors, weather forecasting, types of climate, influences of climate on life; earth relations, maps and map reading, longitude and time, land surveys. A study of geologic processes and results with reference to the changing forms of earth features; the relations of geologic history to present geography; the large events of geologic history, and the succession of life on the earth. A year course, first semester repeated during the second semester. Given in Evanston. Hours to be arranged. Professor Haas.

Industrial and Commercial Geography—Geology A5—A study of the production of, and trade in, commodities as affected by general environmental conditions; the great continental and oceanic trade routes, factors in the distribution of commodities. Throughout the course emphasis is laid on the working out of geographic principles and on a sympathetic understanding of the trade problems, both of the United States, and of other nations. Open to students who

*Not given in 1919-1920.

have completed Geology A1 or the first semester of Geology A2. A semester subject repeated in the second semester. Given in Evanston. Hours to be arranged. Professor Haas.

Resources and Trade—A study of resources and the production of, and trade in, commodities as influenced by environmental conditions; emphasis is laid on natural resources, agricultural, forest and mineral, and the industry or product arising from the resource. In each group the more important products will be singled out for detailed study of their occurrence, production and exchange. A study is made of other nations, both as consumers and as producers, but the resources and trade of the United States are studied more in detail and are made the basis of comparisons. Given in Chicago, first semester, Wednesday, 7 to 9. *Credit, two semester-hours.* Professor Haas.

World Commerce—A study of foreign trade as a factor in national development; the basis of international trade with a study of factors affecting the volume, the character, and the direction of trade; the great trade routes on land and sea, and the leading commercial nations of today; commercial rivalries, and the part of the United States as a commercial nation of the future. Given in Chicago, second semester, Wednesday, 7 to 9. *Credit, two semester-hours.* Professor Haas.

Geography of North America—Geology B12—A study of the influence of geographic conditions on the development of North America as a whole; the physical features and climatic conditions modifying life; the character and distribution of each nation's resources, their exploitation, and problems of conservation; the place of each North American nation as a part of the industrial and commercial world. Open to students who have completed Geology A5. Given in Evanston, second semester. Hours to be arranged.

Geography of South and Central America—Geology C7—A study of the influences of geographic conditions on the development of the different South and Central American countries; the physical features, climatic conditions, and general relationships; a study of the geography of each country with special emphasis on present conditions and development as an index of future possibilities. Special emphasis will be placed upon our trade with South and Central American countries. Open to students who have completed Geology B12. Given in Evanston, first semester. Hours to be arranged.

Foreign Trade—Significance. Method of investigating whether a foreign market exists for a class of goods, and where it exists.

How a foreign market can be developed: the nature of the article—its uses, possible substitutes, customs, habits, social or economic conditions affecting the possible use in a foreign country. Modification of the articles to meet foreign needs or prejudices and to facilitate shipment. Work of consular service. International credits; selling methods in international trade; packing; invoices; the contract; the voyage; the delivery; international exchange. Given in Chicago, a year course, Friday, 7 to 9. *Credit, four semester-hours.* Mr. Doonan.

Government—Students preparing for foreign trade are encouraged to take the course in International Law, and other courses offered by the Department of Political Science in the College of Liberal Arts. For description of courses, see Annual Catalog of the University.

ECONOMICS

Economics AA—Economic History of the United States. Internal and foreign commerce; agriculture and manufactures; resources, markets and transportation; currency and banking; labor problems and industrial combinations; regulation of private enterprise. This course is a survey of business and industrial organization in the United States considered in its historical and present-day aspects. Given in Evanston, a year course, Monday, Wednesday, Friday, 9. Required of all Pre-Commerce students. *Credit, six semester-hours.* Professor Vanderblue.

The Elements of Economics (Economics A)—An elementary course in the principles of economics. An examination of the fundamental principles of economics and the application of these principles to practical problems. Throughout the course special attention is given to the relation between theory and practice. Required of Sophomores in the Pre-Commerce course. Given in Evanston. A semester subject repeated in the second semester. Monday, Tuesday, Wednesday, Thursday, Friday, sections at 8, 9, 10 and 11. *Credit, five semester-hours.* Professor Deibler, Professor Secrist, Professor Vanderblue. Given in Chicago, a year course, 7 to 9. Monday, Sec. A, Wednesday, Sec. B, Thursday, Sec. C, Saturday, 2 to 4, Sec. D. *Credit, four semester-hours.* Professor Deibler, Professor Secrist, Professor Vanderblue, and Professor Lagerquist.

Labor Problems and Trade Unionism (Economics C3)—The development of a wage-earning class with special emphasis on economic causes. Problems of woman and child labor. Immigration. Early organizations of labor. Trade union history, structure, methods

and policies. The trade agreement, strikes, arbitration, the injunction and the legal responsibilities of the union. Open to students who have completed Economics A. Given in Evanston, first semester, Monday, Wednesday, Friday, 8. *Credit, three semester-hours.* Professor Deibler.

Labor Conditions and Labor Legislation (Economics C4)—Factory conditions in respect to hours, wages, sanitation. Industrial accidents, safety standards and accident prevention. Limitation of hours. Workmen's compensation. Laws regulating the employment of women and children. Unemployment insurance. Minimum wages. Labor bureaus and the administration of labor laws. Open to students who have completed or are taking a course in the B group of courses in the Department of Economics. Given in Evanston, second semester, Monday, Wednesday, Friday, 8. *Credit, three semester-hours.* Professor Deibler.

Elements of Public Finance and Taxation (Economics B6)—The nature of the state; theories and classification of public expenditures; national, state and local expenditures; budget making in theory and practice. The theory and practice of taxation. Property, income and inheritance taxes. National, state and local tax systems and administration. Open to students who have completed Economics A. Given in Evanston, second semester, Monday, Wednesday, Friday, 9. *Credit, three semester-hours.* Professor Secrist.

**Principles of Taxation (Economics C7)*—Historical survey of early taxation with respect to tax principles; justice in taxation; theories of taxation; distribution of taxation; present tendencies and reform in taxation. Open to students who have completed Economics B6. Given in Evanston, a year course, Monday, Wednesday, Friday, 10. *Credit six semester-hours.* Professor Secrist.

Sociology—Students preparing for secretarial work, public service and social service are advised to elect courses in Sociology, offered by the College of Liberal Arts. For description of courses, see the Annual Catalog of the University.

FINANCE

Money and Banking (Economics B1)—An analysis of the principles of money; forms of currency and coinage; the theory of the value of money; money and prices; changing prices and index numbers; bimetallism; gold standard; price control and recent monetary reforms. Principles of banking and functions of banks and bank

*Not given in 1919-1920.

credit; domestic exchange; acceptances and other negotiable instruments; foreign exchange and gold movements; state banks and trust companies; the Federal Reserve System and a brief survey of the more important foreign banking systems. Open to students who have completed Economics A. Given in Evanston, second semester, Monday, Wednesday, Friday, 8. *Credit, three semester-hours.* Given in Chicago, a year course, Thursday, 7 to 9. *Credit, four semester-hours.* Mr. ———.

**Advanced Banking (Economics C1)*—A comparative study of the salient features of the important commercial banking systems of the world. A review of the operations and the rulings of the Federal Reserve System since its organization. A critical study of such subjects as the important legal features of negotiable instruments, credits, credit analysis, money rates, the relation and effect of money systems to banking, bank investments. Foreign Exchange and its development under the Federal Reserve System. Foreign branch banking. A survey of Savings Bank and Trust Company operations and rural credits under the Farm Loan Act. Open to students who have completed Economics B1. *Credit, four semester-hours.* Professor Lagerquist.

Corporation Finance (Economics B3)—The position of corporate organization in modern business; the salient points in its legal organization; classification of the instruments of finance; promotion; underwriting; capitalization; earnings; expenses; surplus; manipulation; insolvency; receivership; reorganization and state regulation. Open to students who have completed Economics A. Given in Evanston, first semester, Monday, Wednesday, Friday, 9. *Credit, three semester-hours.* Given in Chicago, first semester, Monday, 7 to 9. *Credit, two semester-hours.* Professor Lagerquist.

Investment Securities (Economics C10)—Money markets and their influence on the price of securities. Elements of sound investments and methods of computing net earnings, amortization, rights, and convertibles. Government, municipal, railroad, steamship, street railway, gas, electric, water power, water company, real estate, timber, and irrigation securities as investments. Open to students who have completed Economics B3. Given in Evanston, second semester, Monday, Wednesday, Friday, 9. *Credit, three semester-hours.* Given in Chicago, second semester, Monday, 7 to 9. *Credit, two semester-hours.* Professor Lagerquist.

Special Problems in Corporation Finance and Investment Securi-

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ties (Economics D2)—A critical study is made of selected problems, such as working capital, valuation, surplus, reorganizations, special investment security problems, etc. Each student is required to undertake an individual investigation. Open to Commerce students only. Given in Evanston, first semester. Hours to be arranged. *Credit, three to six semester-hours.* Professor Lagerquist.

GOVERNMENT

Business and Government (Economics C2)—The relations between the public and public service corporations. The necessity of regulation, various methods of control—the franchise, the indeterminate permit, public utilities commissions. The development by regulating bodies, and by utilities, of the principles of valuation, rate-making, service, and capitalization. Government ownership, the significance of the movement, its economic and political aspects. The relations between government and private businesses. The proper scope of regulation, constitutional and legal aspects of regulation. Regulation of competition. Control of corporations and trusts. Labor legislation. Government promotion and encouragement of business, co-operation between government and business, public activities of business organizations, elements of a national policy towards business. Activities of the Federal Trade Commission, the United States Department of Commerce, and other government agencies. Required of Commerce students in their second year. Given in Evanston, second semester, Tuesday, Thursday, Saturday, 9. *Credit, three semester-hours.* Professor Heilman, Professor Howard, Professor Deibler, Professor Secrist, Professor Lagerquist, and Professor Vanderblue.

Government—Other courses in Government are offered by the Department of Political Science in the College of Liberal Arts. These courses may be elected by Commerce students who can satisfy the prerequisites fixed by the Department. Such courses are especially recommended to students preparing for Foreign Trade, Public and Social Service, Chamber of Commerce Administration, etc. See Annual Catalog of the University.

INDUSTRIAL RELATIONS

Employment Management—A course designed to meet the demand for instruction in the scientific adjustment of the relations of employer and employee. The employment department, its organization and functions, its relations with the management, with foremen, and with workmen. Labor turnover and absenteeism. Their

significance and costs, methods of determining and reducing. Rate setting, safety and welfare work. Given in Evanston, on sufficient registration. Given in Chicago, Tuesday, 7 to 9, and Thursday, 4 to 6, and 7 to 9. Professor Dutton and Mr. Evans.

Personnel and Labor Administration—The selection of employees; trade and performance tests, mental tests, physical examinations. Training and education of employees. Transfers and promotions. The maintenance of discipline and the development of loyalty, methods of compensation, e. g., day and piece rates, bonus and premium plans, profit sharing, etc. Employees' organizations, trade agreements, etc. Given in Chicago, a year course, Saturday, 2 to 4. *Credit, four semester-hours.* Professor Scott, director of the course, in cooperation with Professor Howard and Professor Heilman.

Seminar in Personnel Administration—An advanced course in personnel methods and administration, combining classroom instruction with laboratory and field work in the personnel or employment department of selected business establishments. Open to graduate students and to candidates for the B.B.A. degree in their last year. Given in Evanston. Hours to be arranged. *Credit, four to eight semester-hours.* Professor Scott.

LANGUAGES

English I—A review of the fundamental elements of the language, intended to meet the needs of diploma and special students who are not fully prepared for English II. Given in Chicago, a year course, 7 to 9, Wednesday, Sec. A, Thursday, Sec. B, Saturday, 2 to 4, Sec. C. *No credit.* Professor Smart, Professor Crane.

English II—A study of advanced sentence structure, paragraphing, and organization of material, supplemented by practice in the writing of themes; training in ease, correctness, and effectiveness of expression. Business correspondence: freshness and naturalness in style; sales letters; follow-up letters; collection letters; adjustment letters. Given in Chicago, a year course, 7 to 9, Tuesday, Sec. A, Wednesday, Sec. B. *Credit, four semester-hours.* Professor Smart, Professor Myers.

English III—Effective Speaking—A study of the theory of effective speaking; practical, original application of the rules and principles. The class offers an opportunity for practice and failures under kindly, constructive criticism. Open to students who have completed English I or its equivalent. Given in Chicago, a year course, Wednesday, 7 to 9. *Credit, four semester-hours.* Mr. Wright.

Sales Correspondence—An advanced course in sales correspondence methods, based on practical work in the field; study of results of sales literature as used by leading firms. Principles of sales correspondence emphasizing the psychological background of successful correspondence. Problems in correspondence; the writing of letters and circulars; analysis of the writer's work. Given in Chicago, first semester, Thursday, 7 to 9. *Credit, two semester-hours.* Mr. Picken.

Commercial French—A thorough drill in French grammar and composition. The course is intended for those who desire a practical knowledge of modern French for business purposes. Given in Chicago, a year course. Hours to be arranged. *Credit, four semester-hours.* Mr. Warner.

Commercial Spanish—A thorough training in pronunciation and conversation. Appropriate stress is laid on the technical vocabulary of trade, and on Spanish forms of commercial correspondence. Thorough drill in grammar and in composition is an important feature of the work. Given in Chicago, a year course, Monday, 7 to 9. *Credit, four semester-hours.* Mr. Warner.

PSYCHOLOGY

Principles of Psychology—A brief study of how the mind works. The principal mental operations, such as memory, reasoning, imagination, feelings, instincts, etc., will be explained, in their relation to everyday life. This course is intended to lay the basis for the study of Business Psychology. Required of Pre-Commerce students. Given in Evanston, first semester, Monday, Wednesday, Friday, sections at 9, 10, 11 and 2. *Credit, three semester-hours.* Professor Gault, Professor Webb, Dr. Howard. Given in Chicago, first semester, Friday, 7 to 9. *Credit, two semester-hours.* Professor Webb.

Business Psychology (Psychology B3)—Psychological principles which have the most direct application to business. Analysis of business practices and an attempt to understand from a psychological standpoint some of the causes of successes and failures in business. Individual students study the actual and also the possible applications in business of such factors as imitation, competition, loyalty, love of the game, and personal differences. Particular attention is paid to advertising and to the selection and promotion of employees. Open to students who have completed General Psychology. Required of Pre-Commerce students. Given in Evanston, second semester, Monday, Wednesday, Friday, 10. *Credit, three semester-hours.* Given in Chicago, a year course, Wednesday, 7 to 9. *Credit, four semester-hours.* Professor Webb.

Psychology—See also Seminar in Personnel Administration, under Industrial Relations. Other courses in Psychology, offered by the Department of Psychology in the College of Liberal Arts, may be elected by Commerce students who can satisfy the prerequisites fixed by the Department. See Annual Catalog of the University.

STATISTICS

Statistics and Statistical Methods (Economics C15)—The course systematically develops the principles of statistical methods and shows by means of illustrations and laboratory problems how they apply in the economic and business world. The course follows both the lecture and laboratory methods. Students are required, under the direction of the instructor, to pass judgment upon statistical data already collected; to collect new data, and to apply to them the standard statistical measures. Emphasis is placed on the care and discrimination which are necessary in order to formulate judgments based on statistical data alone, and on the place of statistics in methods of study. Required of Commerce students in their second year. Open to other students who have completed a course in Economics as advanced as the B group. Given in Evanston, first semester, Monday, Tuesday, Wednesday, Thursday, 9. *Credit, four semester-hours.* Given in Chicago, a year course, Thursday, 7 to 9. *Credit, four semester-hours.* Professor Secrist.

Business Statistics (Economics D1)—The application of statistical methods to business and economic problems, such as living costs, employment, sales, production, markets, economic and business forecasts. Each student is required to undertake a statistical investigation or critique in the particular field in which he is specializing. Open to students who have completed Economics C15. Given in Evanston, second semester, hours to be arranged. *Credit, three to six semester-hours.* Professor Secrist.

TRANSPORTATION

The Interstate Commerce Act (Economics C11)—Development of American transportation systems; the economic characteristics of railroads, competitive and non-competitive rate-making; the Interstate Commerce Act, as amended; the causes for the passage of the Act, and the results of its workings; the railroad traffic associations; general characteristics of the rate structure; railroad rates and the problems of plant location and of marketing; milling and fabrication in transit; diversion; routing and tracing; the Administrative and Conference ruling of the Interstate Commerce Commission; the In-

terstate Commerce Act, and its interpretation. Given in Evanston, first semester, Monday, Wednesday, Friday, 11. *Credit, three semester-hours.* Given in Chicago, first semester, Friday, 7 to 9. *Credit, two semester-hours.* Professor Vanderblue.

Rate Structure (Economics C11)—The place of the Traffic Department in the railroad organization; the rules of the Interstate Commerce Commission governing the compilation, filing, and publication of tariffs; the Official, Western, and Southern Classifications, and the extent of their application; the interpretation of classifications and of tariffs; Trunk line and Central Freight Association rates; rates into Southeastern Territory and the Carolinas; the Virginia Cities adjustment; Trans-Mississippi and Trans-Missouri rates; Colorado, Utah, and Montana common points; rates to Southwestern Territory and Texas common points; Transcontinental rates; intra-state and intra-territorial rates; the effect of the Panama Canal on rates and traffic; export and import rates; port differentials and the decisions of the Commission thereon. Given in Evanston, second semester, Monday, Wednesday, Friday, 11. Open to Commerce students only. *Credit, three semester-hours.* Given in Chicago, second semester, Friday, 7 to 9. *Credit, two semester-hours.* Professor Vanderblue.

SEMINAR AND RESEARCH COURSES

Economic Seminar (Economics E)—Involves an original investigation, dealing with a phase of a fundamental economic problem related to the probable future business field of the student. Students meet for the discussion of general questions involving the technique of investigation, such as the use of original materials, taking of notes, marshalling of facts. The individual work is done under the direction of a member or members of the faculty. Intended to give the student training in the use of original data and in drawing correct and accurate conclusions based on all of the facts in a limited field of inquiry. *Credit, three to six semester-hours.* The normal registration of second year students in Business will be four hours.

OTHER COURSES

College of Liberal Arts

Commerce students are encouraged to elect College work in English and other modern languages, History, Mathematics, Political Science, the laboratory sciences, and in any other subjects in which the discipline and knowledge secured will contribute to the efficiency of the student in the line of business for which he is preparing.

The Law School

Students are also encouraged to supplement the Law courses offered in the School of Commerce by work in the Law School in all cases where further legal training seems essential to the best preparation for a particular career. This applies particularly to the students preparing for Foreign Trade, for whom a thorough training in International and Constitutional Law is indispensable.

For details concerning courses in the College of Liberal Arts and in other schools of the University consult the Annual Catalog of the University.

ATTENDANCE

1918-1919

Students registered in Evanston Courses	163
Students registered in regular Chicago Courses.....	1,002
Students registered in special Chicago Courses.....	287
Summer Courses	42
Tax Course	218
Employment Management Course.....	27
Total	1,452
Duplicates deducted	32
Total Individual Students registered in all courses.....	1,420

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